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## **Office of Workforce Development**

### **Adult Training Program 2015**

## **Request for Applications (RFA)**

RFA No.: Doc175705

RFA Release Date: **October 31, 2014**

**Application Submission Deadline:**  
**December 1, 2014 at 2:00 p.m. EST**

**LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

*Applications must be submitted electronically via the District ARIBA eSourcing Module.  
Contact [doesgrants@dc.gov](mailto:doesgrants@dc.gov) or 202-671-3100 for an invitation to the online solicitation event.*

Questions pertaining to this solicitation may be submitted to the eSourcing event and [workforcegrants@dc.gov](mailto:workforcegrants@dc.gov).

## **Request for Application**

*(The sections listed on this page refer to the corresponding eSource/Online Application Location)*

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- ☐ **Documentation proving IRS tax status [e.g. 501(c)(3) determination letter]**  
*See Section 4.8*
- ☐ **Valid/Current DCRA Business License or license by applicable regulatory body**  
*See Section 4.9*
- ☐ **Copy of most recent and complete set of audited financial statements**  
*See Section 4.10*
- ☐ \_\_\_\_\_ **Proof**  
**of Occupancy/Building Lease/Rental Agreement**  
*(Note: Applicants planning to use a D.C. Public School (DCPS) building during the Adult Training must provide a signed approval letter and building use agreement from the DCPS, Office of Out-of-School Time. Similarly, if using a D.C. Parks and Recreation facility, appropriate written authority is required.)*

*See Section 4.11*

☐ **Insurance Certificate**

*See Section 4.12*

***Note: Submitting required documents in any other format other than PDF, may deem your application unresponsive to the RFA Requirements.***

## **Section A: APPLICATION STATEMENT OF WORK**

### **A.1 PROGRAM SCOPE**

The District of Columbia Department of Employment Services (DOES) Office of Workforce Development is seeking grant applications for high quality, structured, occupational training and/or postsecondary education focused workforce development programs as part of the 2015 *Adult Training Program (ATP)* for District of Columbia (District) residents at least 18 years of age.

Services are sought from local educational agencies, training providers, universities, and colleges licensed by The DC Education Licensure Commission (ELC).

Through the *ATP*, DOES strive to provide District residents with:

1. Credit-bearing, high-demand occupational skills training;
2. Nationally recognized credentials; and
3. Academic courses which *may lead* to a postsecondary degree.

The *ATP*'s goal is to assist participants in obtaining education and training that will lead to economic self-sufficiency and family-sustaining wages through achievement of key benchmarks including placement in employment, advanced training, and postsecondary education.

Successful *ATP* outcomes include placement in, retention in, or completion of, postsecondary education, training, unsubsidized employment, or advancement along a career pathway, as evidenced by one or more of the following:

- a) The percentage of adult participants, with a goal of advanced education or training, who enter postsecondary education or occupational training;
- b) The percentage of adult participants, with a goal of advanced education or occupational training, who complete postsecondary education or occupational training; and
- c) The percentage of adult participants not employed at program entry, with an employment goal, that enter unsubsidized employment within 1 - 3 months after program exit.

This grant is intended to fund programs that will serve unemployed and underemployed adults, who are at least 18 years of age, with a high school diploma or equivalent, who are District residents that may face barriers to successful employment.

### **A.1.1 Period of Performance**

The 2015 *ATP* will operate from the date of award through 12 months thereafter. DOES may extend the term of this grant for a period of four (4) one-year option periods, or successive fractions thereof, by written notice to the Grantee before the expiration of the grant, provided that DOES shall give the Grantee preliminary written notice of its intent to extend at least 30 days before the grant expires. The preliminary notice does not commit the District to an extension. The exercise of an option is subject to the availability of funds at the time of the exercise of an option. The Grantee may waive the 30-day preliminary notice requirement by providing a written waiver to the Grant Officer, prior to the expiration of the Grant.

### **A.1.2 Total Amount of Funding to be Awarded**

Pending the availability of funds, the total amount of funding that DOES anticipates will be available for award is approximately up to \$4,000,000.00 maximum. ***The total proposed budget per application must not exceed \$1,000,000.00.*** Further, proposal rates are not to exceed a total cost of \$4,000.00 per participant. The responses to this RFA must be reasonable and appropriate, based on the information provided within this RFA.

## **A.2 PROGRAM BACKGROUND**

DOES' mission is to plan, develop, and administer workforce development services for District residents. DOES provides a range of programs and services to job seekers, including job development, job search assistance, self-directed job search, vocational training, apprenticeship, unemployment insurance, transitional employment, and referrals to supportive services and educational programs.

As of July 2014, there were more than 27,500 unemployed District residents.<sup>1</sup> Moreover, as of July 2014, the unemployment rates in Wards 7 and 8 are estimated to be 15.7 percent and 18.5 percent, respectively, compared to the District's not-seasonally adjusted unemployment rate of 7.9 percent.<sup>2</sup> The mission of the DOES Office of Workforce Development is to promote the development of workforce skills and credentials to ensure that District residents are able to succeed in today's labor market, to provide job seekers with the support needed to secure opportunities for professional success, and to ensure that District businesses have access to a skilled workforce that is poised and prepared to meet current and future needs. DOES is dedicated to educating its customers about workforce readiness, high-growth industry career exploration, and academic enrichment through experiential, hands-on programs.

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<sup>1</sup> "District of Columbia Labor Force, Employment, and Unemployment".

[http://does.dc.gov/sites/default/files/dc/sites/does/page\\_content/attachments/July2013\\_DCarea\\_EmplStatus.pdf](http://does.dc.gov/sites/default/files/dc/sites/does/page_content/attachments/July2013_DCarea_EmplStatus.pdf)

<sup>2</sup> "DC Ward Data".

[http://does.dc.gov/sites/default/files/dc/sites/does/page\\_content/attachments/DC%20Ward%20Data%20June13-May13-June12.pdf](http://does.dc.gov/sites/default/files/dc/sites/does/page_content/attachments/DC%20Ward%20Data%20June13-May13-June12.pdf)

This grant opportunity is intended to address the skills gap between the District's employers and job seekers. Applicants should propose programs that provide participants with academic instruction, applied technical training, and opportunities for career entry and advancement. Through postsecondary education and/or rigorous occupational skills training, participants will be equipped with the competencies, work ethic, and confidence necessary to pursue rewarding careers in a high-demand industry as defined in this RFA.

### **A.3 GENERAL PROGRAM REQUIREMENTS**

- A.3.1** The funds for the ATP are made available through District of Columbia appropriations. Funding for grant awards is contingent on the availability of funds.
- A.3.2** This RFA does not commit DOES to make any grant awards. DOES maintains the right to adjust the number of grant awards and amounts based on funding availability. DOES shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the Applicant's sole responsibility.
- A.3.3** Grant funds shall only be used to support activities specifically outlined in the scope of this RFA and included in the Applicant's submission.
- A.3.4** If awarded funding, Grantees shall deliver Adult Training programming from date of award through 12 months thereafter.
- A.3.5** Applicants are only allowed to submit one (1) proposal in response to this RFA. *Applications must be submitted online by December 1, 2014 at 2:00 p.m. EST, via the District's ARIBA eSourcing Module. All required documents must be in PDF format, any other format will deem your application unresponsive to the RFA requirements.*
- A.3.6** The proposed program shall be required to operate within the District of Columbia. Grantees must submit any changes to the proposed program location at least 24 hours (or one business day) in advance. All location changes must be approved by DOES prior to the proposed relocation.
- A.3.7** Each Applicant shall provide legal proof of ownership or occupancy of the site where the program will be held to prove that the Applicant is entitled to conduct the program in that space; this must be attached to the application as Attachment N. Adequate proof of ownership or occupancy that may be submitted as Attachment N includes the following:
- Certificate of Occupancy issued by the Department of Consumer & Regulatory Affairs (DCRA) that shows the location has sufficient space to serve the number of participants proposed by the Applicant;
  - Signed approval letter, building use agreement, or permit for the use of a District government building; or
  - Building lease or rental agreement that is current and valid.



- A.3.8** Applicants shall propose a workforce development program that offers District residents the opportunity to obtain credentials and to receive exposure to a broad array of opportunities within high-demand industries and occupations.
- A.3.9** Applicants may include in their budgets subsidies for transportation and emergency support as long as they also include a policy describing the disbursement of these funds.
- A.3.10** All proposed programs shall deliver purposeful and developmentally appropriate workforce exploration and experience-based activities.
- A.3.11** All proposed programs shall deliver purposeful and developmentally appropriate workforce exploration and experience-based activities.
- A.3.12** Grantees will be required to deliver programming to multiple cohorts per year.
- A.3.13** Applicants must be in full compliance with DC Official Code § 47-2862.
- A.3.14** Grantees shall deliver training and/or educational programs that will prepare participants to enter a high-demand industry and occupation, as determined by appropriate labor market information. DOES approved high-demand occupations for District residents are include the occupations captured in Table 1 found below:

**Table 1: High-Demand Occupations**

<b>Industry</b>	<b>Occupations*</b>
Business, Management & Administration	Financial analysts; public relations specialists; market research analysts and marketing specialists; administrative services managers; bookkeeping, accounting, and auditing clerks
Government, Public Administration & Human Services	Educational, vocational and school counselors; elementary school teachers; social and human service assistants; social and community service managers; child, family, and school social workers
Health Care	Home health aides; medical secretaries; medical assistants; licensed practical and licensed vocational nurses; registered nurses; nursing aides; pharmacy technicians; radiologic technologists and technicians
Examples of Health Care Credentials: home health aides; medical assistant; nursing aide; direct support professionals; radiologic technicians	
Hospitality & Tourism	Meeting and convention planners; cooks; hotel and resort desk clerks; sales managers; customer service representatives
Information Technology	Software developers; database administrators; computer software engineers; computer systems analysts; computer hardware engineers; computer programmers
Examples of Information Technology Credentials: A+ certification; certified information system security professional (CISSP); information security specialist certification program; Microsoft certified desktop technician certification (MCDST); CompTIA A+; CompTIA A+/Network+; CompTIA Security+; CompTIA Combination A+/Network+/ITILv3F; Cisco Certified Network Associate (CCNA); Microsoft certified solutions associate (MCSA); Information Technology Infrastructure Library (ITIL); Cisco Certified Inter-Network Expert (CCIA); PC Specialist Plus; Certified Ethical Hacker (CEH); Certified Hacking Forensic Investigator (CHFI); Oracle 11g Database Administration	
Marketing, Sales & Service	Sales managers; market research analysts and marketing specialists; customer service representatives; marketing managers; retail salespersons; hairdressers, hairstylists, and cosmetologists
Law, Public Safety, Corrections & Security	Paralegals and legal assistants; security guards; detectives and criminal investigators; correctional officers

\*Academic courses which *may lead* up to a postsecondary degree

Additional industries, credentials, and/or occupations not listed in the table above may be considered if Applicants demonstrate for each:

- The existence of current or prospective local job opportunities that can lead to careers with family-sustaining wages. This can be demonstrated through the use of labor market data, employer attestations on availability of job opportunities, or other tools;
- The industry-recognized credentials and skills that participants will attain through participation in the program, and how such credentials will prepare graduates for entry into and success in the target industry or occupation;
- The position(s) graduates would be eligible to pursue following completion of the program, and the wages of these positions; and
- The Career Pathways that graduates could pursue in the industry over time.

#### **A.4 SPECIFIC PROGRAM REQUIREMENTS**

Grantees will be required to deliver programming to multiple cohorts during this period. Each cohort will engage in digital literacy and a combination of postsecondary academic instruction and/or occupational skills training, which includes the following components:

**Component A:** Occupational Training – This component will vary in duration and include rigorous and structured occupational skills training in preparation for the appropriate credentialing process. All required materials and fees for credential preparation and receipt must be provided by the Grantee.

**Component B:** Postsecondary Education – This component will also vary in duration, depending upon specific program requirements.

##### **A.4.1 Growth Industry Sector Programming**

Selected programs must ensure that participants receive problems to solve or projects to complete within the context of an industry sector after learning about that industry. Applicants are required to identify their programming as one of the following five (5) growth industry sectors: 1) Agricultural/Environmental Information; 2) Technology/Telecommunications; 3) Media/Publications/Entertainment; 4) Business/Professional Services; or 5) Health Care Services:

##### **A.4.1.1 Agricultural/Environmental**

Programs submitting applications in this category are encouraged to educate District residents on the state of our environment, the relationship to the environment, food and

water supplies, workforce theories and practices that are considered “environmentally friendly,” and potential related career choices. A few examples of project-based learning experiences within this category include:

- Analyzing the soil and cultivating a community garden;
- Performing an environmental analysis of a local stream or river;
- Conducting a weatherization or insulation project; or
- Designing and building a playground for a housing community or school.

#### **A.4.1.2 Information Technology/Telecommunications**

Programs submitting applications in this category are encouraged to educate District residents people on the uses of computer hardware, software, and other forms of technology and emphasize the increasing reliance societies place on technology utilization, show participants how technology is being applied to perform work in new, effective, and efficient ways, and introduce potential related career choices. A few examples of project-based learning experiences within this category include:

- Designing a web site;
- Creating a technology assistance program; or
- Building and exhibiting robotic, electrical, or technological products.

#### **A.4.1.3 Media/Publications/Communications/Entertainment**

Programs submitting applications in this category are encouraged to educate District residents on the exploration of the technical aspects of media production, arts management, and developmental processes of the arts, artistic techniques, and applications of the particular genre. A few examples of project-based learning experiences within this category include:

- Producing a documentary or video production;
- Producing a community newsletter; or
- Planning and executing a production around a particular neighborhood or issue.

#### **A.4.1.4 Business/Professional Services**

Programs submitting applications in this category are encouraged to educate District residents on navigating organizational cultures, working effectively with groups of co-workers and individuals in management positions, meeting expectations of the work place environment, and acquiring skills that are critical to completing assignments and potential related career choices. A few examples of project-based learning experiences within this category include:

- Operating a small service business;

- Simulating a brokerage or investment firm by managing a hypothetical stock portfolio; or
- Producing a small business expo or marketing plan competition.

#### **A.4.1.5 Health Care Services**

Programs submitting applications in this category are encouraged to educate District residents on in an area within the broad spectrum of health care-related occupations and potential related career choices. A few examples of project-based learning experiences within this category include:

- Supporting medical offices as medical secretaries and assistants, radiologic technologist and technicians;
- Providing nursing services as home health aides, licensed practical and vocational nurses, registered nurses, and nursing aides; or
- Supporting pharmacies as a pharmacy technician.

#### **A.4.2 Adult Training Program Components**

It is the goal of ATP to assist participants (unemployed and underemployed District adult residents who are at least 18 years of age and possess a high school diploma or equivalent) with obtaining education and training that will lead to economic self-sufficiency and family-sustaining wages through the delivery of well-structured programs that include the following criteria:

##### **A.4.2.1 Computer Literacy Training and Work Readiness Training**

All Adult Training programs shall include the following:

- **Basic Computer Literacy Training** – The program shall provide training to participants to enable them to utilize computers and related technology efficiently covering a wide range of capabilities such as: use and comfort level; an understanding how computers operate; using computer programs, software, and applications associated with computers; and problem solving.
- **Work Readiness Training** – The program shall provide training to develop “non-technical” skills, abilities, and traits required to function in a specific employment environment, including at minimum: delivering information or services to customers and co-workers, working effectively as a member of a team, learning or acquiring the technical skills required to perform tasks, inspiring confidence of supervisors and management, and understanding and adapting to the cultural norms of the workplace.

##### **A.4.2.2 Occupational Training and/or Postsecondary Education Components**

In addition to the requirements listed in *Section A.4.2.1*, qualified applicants (Local educational agencies, training providers, universities, and colleges licensed by the DC

Education Licensure Commission) shall provide program participants high quality and well-structured occupational training and/or postsecondary education focused workforce development programs to produce the following outcomes:

- **Credit-bearing, high-demand occupational skills** – grantees shall deliver programs in one or more of the following areas: Business Management & Administration; **Government**, Public Administration & Human Services; Health Care; Hospitality & Tourism; Information Technology; Marketing, Sales & Service; and Law, Public Safety, Corrections & Security.
- **Nationally recognized credentials** – grantees shall deliver a degree or certificate awarded to formally acknowledge the attainment of measureable technical or occupational skills based upon set standards from a governing entity or endorsed by employers.
- **Academic courses that may lead to a postsecondary degree** – grantees, in lieu of the above referenced points, may deliver academic courses from an accredited institution that may be used to attain a postsecondary degree.

#### A.5 GRANTEE PAYMENTS

The total amount of the grant award shall not exceed the amount specified within the Grant Agreement. There are three (3) payment categories listed below in Table 2, each representing a specific percentage of the total grant amount:

**Table 2: Payment Categories**

<b>PAYMENT #1 – Base Amount</b>	<b>PAYMENT #2 – Certification Completion</b>	<b>PAYMENT #3 – Program Retention</b>
40%	40%	20%

**PAYMENT #1 – Base Amount:** Grantees that successfully complete the pre-program site visit and attend the mandatory pre-program training and orientation will be eligible to begin submitting invoices for the Base Amount. The base amount is equal to 40% of the total grant award. **Grantees may invoice for a max of 50% of the Base Payment at this time. The remaining 50% of the base amount will be paid in 11 equal installments over the full grant year.** The base amount applies to the total number of cohorts indicated in the program proposal. Grantees will be expected to be in full compliance with all program rules and expectations in order to be approved for payment for services. Please see Attachment 1 for more information.

**PAYMENT #2 – Credentialing Completion:** At the end of the Occupational Training or Postsecondary Educational phase of the program for each cohort, Grantees may invoice for this payment. The credentialing completion amount is equal to 40% of the total grant award. Please see Attachment 1 for more information.

Also, the Grantee must provide documentation that the training took place. This will include attendance records for each training session to document attendance and/or

credentials showing the participant completed all required elements of the training. Attendance sheets must include the Name of Trainee, Signature of the Trainee, the Signature of the Trainer, and Date and Hours of Training.

**PAYMENT #3 – Program Retention:** At the end of the Occupational Training or Postsecondary Educational phase of the program, each participant shall continue to be case managed for a minimum of eight (8) weeks. At the end of this Retention period and after submission of all required reports and the Participant Package described in Section G of the RFA, Grantees may invoice for this payment. This payment represents 20% of the total grant award divided by the total number of participants. Please see Attachment 1 for more information.

If the Grantee(s) does not comply with the provisions of the grant agreement, regulations, and terms and conditions, then the grant agreement may be terminated in whole or in part for default or convenience. *(See to the District's Standard Grant Provision referenced in Section 1.2 of the eSource/online application)*

During the cost review process, DOES will not remove any disallowed costs included in the application. However, during the award process and award negotiations, if it is determined ineligible costs were included in the application, those costs will not be included in the award.

## **A.6 ELIGIBILITY**

Applications must meet all applicable eligibility requirements listed in this RFA. Applications that do not meet the eligibility requirements will be considered non-responsive and will not be considered for funding under this RFA.

Organizations that are eligible to apply for this grant include public and private non-profit and for-profit organizations licensed by the District of Columbia (DC) Education Licensure Commission (ELC) with demonstrated effectiveness, providing the requested services and meeting the needs of the target population, including:

- Non-profit, community, or faith-based organizations;
- Community colleges or other postsecondary institutions;
- Public, charter, or alternative secondary schools;
- Trade associations or chambers of commerce;
- Private, for-profit service providers; or
- Labor unions, labor-management partnerships, or registered apprenticeship programs.

Applicants must be responsible organizations possessing the demonstrated ability to perform successfully under the terms and conditions of a proposed grant

award. Each Grantee may charge to the grant only those costs that are consistent with the allowable cost provisions of the respective grant, including the guidelines issued by DOES and all applicable federal and District laws.

All Applicants must demonstrate their fiscal and operational capacity to carry out the proposed program by submitting documentation to verify qualifications. The relevant eligibility documents that must be attached to the application are listed on page 4 of the RFA and will be provided on the eSourcing event.

All Applicants must be current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums. Applicants cannot be listed on any federal or local excluded parties' lists.

## **A.7 MONITORING**

The Office of Policy, Performance and Economics will conduct, Performance Monitoring, Program Monitoring and Fiscal Monitoring. Specific monitoring and progress report schedules will be provided in the Grant Agreement. DOES staff responsible for monitoring and evaluating the program may also make periodic scheduled and unscheduled visits to sites.

During such site visits, the Grantee is required to provide timely access to any books, documents, papers, facilities, computer records, emails, participants, staff, or other records of sub-recipients and contract services providers that are pertinent to the use of any funds administered by the DC workforce system, in order to conduct monitoring, audits, and examinations and to make excerpts, transcripts, and photocopies of such documents as deemed necessary by DOES for monitoring purposes. DOES monitoring may involve observation, interviews and collection and review of reports, documents, and data to determine the Grantee's level of compliance with federal and/or District requirements and to identify specifically whether the Grantee's operational, financial, and management systems and practices are adequate to account for grant funds in accordance with federal and/or District requirements. The right of access also includes timely access of sub-recipient and contract service provider personnel for the purpose of interview and discussion related to such documents.

The right of access is not limited to any required record retention period but will last as long as the records are retained. As outlined in **29 CFR Section 97.40, records must be retained for three (3) years** except as otherwise provided. If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the three year period, then the records must be retained until completion of the action and resolution of all issues which arise from it or until the end of the three year period, whichever is later.

## **A.8 AUDITS**

The Grantee must maintain and provide documentation related to this program for three



(3) years after submission of the final payment. At any time before final payment and for three (3) years thereafter, DOES may have the Grantee's invoices, vouchers, and statements of cost audited.

Any payment may be reduced by amounts found by DOES not to constitute allowable costs as adjusted for prior overpayment or underpayment. In the event that all payments have been made to the Grantee by the District and an overpayment is found, the Grantee shall reimburse the District for said overpayment within 30 days, after written notification.

The Grantee shall establish and maintain books, records, and documents (including electronic storage media) in accordance with Generally Accepted Accounting Principles and Practices which sufficiently and properly reflect all revenues and expenditures of grant funds awarded by DOES pursuant to this RFA.

The Grantee shall grant reasonable access to DOES, the D.C. Auditor, any applicable federal department, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records (including computer records or electronic storage media) of the Grantee, sub-recipients and contract services providers that are directly pertinent to charges to the program in order to conduct audits and examinations and to make excerpts, transcripts, and photocopies. This right of access also includes timely and reasonable access to Grantees' personnel for the purpose of interviews and discussions related to such documents.

## **A.9 DEFINITIONS**

- *Career Pathway* – An approach to connecting progressive levels of basic skill and postsecondary education, training, and support services in specific sectors or cross-sector occupations in a way that optimizes the progress and success of individuals in securing marketable credentials, family-supporting employment, and further education and employment opportunities. Career Pathways help employers meet their workforce needs and helps state, cities, and communities strengthen their workforces and economies.
- *Credential* – A nationally or locally recognized degree or certificate, which is awarded to formally acknowledge an individual's attainment of measurable technical or occupational skills necessary to obtain employment or advance within an occupation. These technical or occupational skills are generally based on standards developed or endorsed by employers. Work readiness certificates are not included in this definition. A credential is awarded in recognition of an individual's attainment of technical or occupational skills by:
  - a) A state educational agency or a state agency responsible for administering vocational and technical education within a state.
  - b) An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student

financial assistance programs authorized by Title IV of that Act. This includes community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in federal student financial aid programs.

- c) A professional, industry, employer organization, product manufacturer, or developer using a valid and reliable assessment of an individual's knowledge, skills, and abilities.
  - d) A registered apprenticeship program.
  - e) A public regulatory agency, upon an individual's fulfillment of educational, work experience, or skill requirements, that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession (e.g., FAA aviation mechanic certification, state certified asbestos inspector).
  - f) A program that has been approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible persons.
  - g) Job Corps centers that issue certificates.
  - h) Institutions of higher education which are formally controlled, or have been formally sanctioned or chartered, by the governing body of an Indian tribe or tribes.
- *Eligibility documentation* – Grantee assessment records, as well as any DOES-required documentation.
  - *Target population* – unemployed and underemployed adults, who are at least 18 years of age, with a high school diploma or equivalent, who may face barriers to successful employment and who are District residents.
  - *Underemployed* – Those in temporary, part-time, or unstable positions; those working in jobs without benefits; and those whose income does not suffice to meet the needs of their family.

#### **A.10 GRANT-MAKING AUTHORITY**

DOES maintains the right to award grants via the “Workforce Job Development Grant-Making Authority Act of 2012.” DOES also maintains the right to adjust the number of grant awards and grant award amounts, based on funding availability. Funding for the award is contingent on availability of funds.

#### **A.11 NONDISCRIMINATION IN THE DELIVERY OF SERVICES**

In accordance with Title VI of the Civil Rights Act of 1964, as amended, and the District of Columbia Human Rights Act of 1977, as amended, no person shall, on the grounds of race, color, religion, national origin, sex, age, disability, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, matriculation, or political affiliation, be denied

the benefits of or be subjected to discrimination under any program activity receiving government funds.

## **A.12 ANTI-DEFICIENCY CONSIDERATIONS**

The Grantee must acknowledge and agree that the commitment to fulfill financial obligations of any kind pursuant to any and all provisions of a grant award, or any subsequent award, shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 (2001), (iii) D.C. Official Code § 47-105 (2001), and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

## **Section B: APPLICATION SUBMISSION**

The length of the application is limited to 25 double-spaced pages, typed in 12 point font (Times New Roman) with 1 inch margins. The 25-page limit EXCLUDES the Application Summary, Table of Contents, Program Timeline, and Attachments A-R.

### **B.1 EXECUTIVE SUMMARY**

**B.1.1** Each application shall include an Application Summary which provides an overview of the key points of the application; identifies the name and address of the organization, including ward; the type of organization; and the amount of funds requested.

**B.1.2** The Executive Summary shall be limited to one (1) page.

### **B.2 TABLE OF CONTENTS**

**B.2.1** Each application must include a Table of Contents. The Table of Contents must list major sections of the application with a quick reference page indexing those sections; and

**B.2.2** The Table of Contents shall be limited to one (1) page.

### **B.3 PROGRAM NARRATIVE**

**B.3.1** This section clearly describes the Applicant's proposed program in detail to include an Organizational Profile, Participant Profile, and Program Description as follows:

#### **B.3.1.1 Organization Profile**

- Mission statement.
- Describe the history of the organization (year founded and by whom), its size (budget and staff), and organizational core capabilities.
- Describe the experience of staff to deliver the proposed program
- Describe how the organization will prepare participants for entry into a high-demand industry / occupation.
- Describe how the organization has been successful in training adults of all ages (18 and up\*).
- Previous programmatic outcomes such as, the percentage adult participants who have successfully completed a relevant credentialing exam, placement, and employment retention rates.
- Describe how fiscal, human, and material resources necessary to manage and staff the program will be utilized.
- Identify qualified/experienced staff to perform key responsibilities (Program Administration, Recruitment/Retention, and Placement, Intake/Assessment/Goal Setting, Instruction, and Data Management).

- Describe how the organization will provide ancillary supportive services and/or access to local organizations offering social services to mitigate barriers that may impede their attainment of programmatic goals while in the program.

***\*Please note that programs designed and proposed for ages 18-24 are ineligible for this effort as those services would fall under Youth Programs NOT Adult Workforce Training Programs and would therefore be disqualified.***

### **B.3.1.2 Participant Profile**

- Provide the number of adults to be served under this grant for the year (include the total number of adults per cohort and the total number of cohorts for one year).
- Describe how the programming is designed to provide quality digital literacy, occupational skills training and/or postsecondary education that will lead to Career Pathways.
- Describe target population experience (unemployed and underemployed District adults of all ages with a high school diploma or equivalent who may face multiple barriers to successful employment).
- Describe anticipated challenges and proven strategies to be utilized to overcome them.

### **B.3.1.3 Program Description**

- Describe programmatic occupational training, digital literacy, and educational courses.
- Describe how the organization has historically provided programming within the proposed industry sector and describe past performance in preparing participants for: the successful completion of the appropriate credentialing exam; placement in employment; and ensuring employment retention.
- Describe how the proposed program will: 1) Support individuals in obtaining industry-recognized credentials or degrees to retain and/or advance employment; 2) Ensure those obtaining industry-recognized credentials or degrees are also in receipt of digital literacy training 3) Provide on-going support to individuals who are already employed and/or who are engaged in an educational path; and 4) Identify post-training career or education pathways and define a strategy to continue on that pathway.
- Describe how the program will be marketed to potential program participants, ensuring equal efforts in all four geographical quadrants (Northwest, Northeast, Southeast and Southwest).
- Describe how the program will assess eligible program participants. Describe which types of assessments will be used.
- Describe the means by which the organization will collect and maintain eligibility documentation. For purposes of this RFA, “eligibility documentation” includes both the Grantee’s assessment records and any DOES-required documentation.
- Identify any credentials that participants may receive through the program that will enable them to more readily advance into Career Pathways following graduation.

- Describe any existing or planned partnerships with organizations that will assist with the attainment of the relevant credential.
- Describe the role(s) participants have had in contributing to the design or content of the program.
- Provide a description of proposed sites where program activities will be conducted. If additional sites will be used to conduct the program or for field trips/enrichment, please describe how these sites will be acquired and utilized.
- Describe current relationships and partnership agreements with supportive service providers, detailing their program design providing assistance to adults with multiple barriers.
- Describe current relationships and partnership agreements with employers within the appropriate industries looking to hire this population. If no current relationships or partnership agreements exist, describe the approach to creating, building, and maintaining these forecasted relationships. Include which employers would be contacted and the plan to engage them within the program design, and include executed partnership agreements.
- Describe partnerships. Each partner must sign a Memorandum of Agreement or a partnership agreement that contains a detailed explanation about the roles and responsibilities of the partner agencies in working with the Applicant agency to achieve program goals. The majority of the partnerships listed should be existing partnerships.

**B.3.2** The Program Narrative shall not exceed twenty-five (25) pages. This page limit does NOT include the required forms or supporting documents.

## **B.4 PROGRAM BUDGET**

**B.4.1 Itemized Budget** – Applicants must provide a detailed, itemized budget which lists all projected expenses for the proposed program. *(See Section 3.6 of the online solicitation)*

**B.4.2 Budget Narrative** – Applicants should also provide a narrative which clearly explains the expense items listed in its proposed budget. *(See Section 3.8 of the online solicitation)*

## **B.5 PROGRAM TIMELINE**

**B.5.1** Applicants shall include a one-page **Program Timeline** delineating the start and end date of each cohort and weekly schedule of programming, noting breaks for holidays, etc. (The more detailed the timeline, the easier it will be for reviewers to evaluate and objectively score the program).

**B.5.2** The Program Timeline shall be limited to one (1) page.

## **B.6 REQUIRED ATTACHMENTS**

- All required attachment will be part of the solicitation and will be provided on the

eSourcing event in ARIBA

## **B.7 APPLICATION SUBMISSION**

### **B.7.1 Application Preparation**

DOES shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the Applicant's sole responsibility.

### **B.7.2 Submission Date and Time**

In order to be considered for funding, complete applications must be received no later than **December 1, 2014, 2:00 p.m. EST**. Applications received after 2:00 p.m. EST on December 1, 2014 will not be considered for funding.

## **B.8 HOW TO REQUEST AN APPLICATION PACKAGE**

- The application package is posted at: <http://opgs.dc.gov/page/opgs-district-grants-clearinghouse>
- Application packages can also be found at: <http://does.dc.gov/page/does-grants>
- If the application package cannot be accessed at the above websites, then
- Applicants may request the application via email: [doesgrants@dc.gov](mailto:doesgrants@dc.gov)

## **Section C: APPLICATION REVIEW AND SCORING**

### **C.1 REVIEW PANEL AND TECHNICAL RATING SCALE**

An Evaluation Panel will be composed of at least three (3) individuals who have been selected for their unique experiences and expertise in workforce development. The panel will review, score, and rank each application using the Technical Rating Scale shown in Table 3 against the established Scoring Criteria listed in Table 4.

**Table 3: Technical Rating Scale**

<b>Technical Rating Scale</b>		
<b>Numeric Rating</b>	<b>Adjective</b>	<b>Description</b>
0	<b>Unacceptable</b>	Fails to meet minimum requirements, (e.g., no demonstrated capacity); major deficiencies which are not correctable; Applicant did not address the factor
1	<b>Poor</b>	Marginally meets minimum requirements; major deficiencies which may be correctable
2	<b>Minimally Acceptable</b>	Marginally meets minimum requirements; minor deficiencies which may be correctable
3	<b>Acceptable</b>	Meets requirements; no deficiencies
4	<b>Good</b>	Meets requirements and exceeds some requirements; no deficiencies.
5	<b>Excellent</b>	Exceeds most, if not all requirements; no deficiencies.

### **C.2 SCORING CRITERIA**

The Evaluation Panel will review all applications that pass an initial internal checklist of required application components. Responsive applications will then be evaluated strictly in accordance with the requirements stated in this RFA. Each evaluator will independently review and objectively assign a rating using Table 3 to each of the criterion in Table 4.

The technical rating is a weighting mechanism that will be applied to the point value for each scoring criterion to determine the Applicant's score for each criterion. The total technical score will be determined by adding the Applicant's score in each scoring criterion. For example, if a scoring criterion has a point value range of zero (0) to forty (40) points, using the Technical Rating Scale above and the District evaluates the Applicant's response as "Good," then the score for that criterion is determined as 4/5 times 40 equals 32 points.



Each reviewer will independently review and objectively score applications against the specific scoring criteria outlined in Table 2, based on a 100-point scale.

Organization Profile	20 points
Participant Profile	20 points
Program Description	40 points
Budget and Budget Narrative	20 points

**Table 4: Scoring Criteria**

ITEM	SCORING CRITERIA	Pts.
1	<b>Organization Profile</b>	20
	<p>The extent to which the Applicant has:</p> <ul style="list-style-type: none"> <li>• Stated the mission of the organization;</li> <li>• Described the history of the organization (year founded and by whom) and its size (budget and staff).</li> <li>• Demonstrated a well-equipped staff with the skills necessary to effectively deliver the proposed program;</li> <li>• Demonstrated experience in adult workforce development;</li> <li>• Described the capabilities of the organization to create substantive workforce experience for participants;</li> <li>• Demonstrated past success in preparing participants for certifications / exams; employment placement; and retention of employment rates;</li> <li>• Provided performance outcomes for participants who have successfully completed pertinent exams to include: employment placement; and retention of employment rates.</li> </ul>	
2	<b>Participant Profile</b>	20
	<p>The extent to which the Applicant has:</p> <ul style="list-style-type: none"> <li>• Described the number of adults and cohorts to be served under this grant;</li> <li>• Described how the proposed programming is designed to provide quality advanced skills and training;</li> <li>• Described its experience working with the target population, anticipated challenges, and mitigation strategies.</li> </ul>	
3	<b>Program Description</b>	40
	<p>The extent to which the Applicant has:</p> <ul style="list-style-type: none"> <li>• Described the proposed program;</li> <li>• Described how the organization has historically provided programming in the relevant industry and described its ability to prepare participants for the successful completion of the credentialing exam, place participants in</li> </ul>	

	<p>employment, and ensure their retention.</p> <ul style="list-style-type: none"> <li>• Identified and described an occupational skills or postsecondary education training component that will be delivered via the program and the extent to which the applicant has described the ability to deliver programming within this area.</li> <li>• Described current relationships and executed agreements with employers looking to hire this population within the appropriate industry.</li> <li>• Described how the programming will deliver job training and/or work experience to assist individuals in gaining skills and competencies to retain and/or advance employment; support individuals in obtaining industry-recognized credentials or degrees to retain and/or advance employment; ensure those obtaining industry-recognized credentials or degrees are also in receipt of digital literacy training provide on-going support to individuals who are already employed and/or who are engaged in an educational path; and identify post-training career or education pathways and define a strategy to continue on that pathway.</li> <li>• Described the role(s) participants have had in contributing to the design or content of the program.</li> <li>• Provided a description of proposed sites where program activities will be carried out. Applicant must specify if sites have been secured at the time of submission of the application.</li> <li>• Described how additional sites will be acquired and utilized for field trips or other enrichment activities.</li> <li>• Provided a clear, detailed, 1-page proposed timeline or schedule of the program for each cohort.</li> </ul>	
	<b>Program Budget</b>	
4	<p>The extent to which the Applicant has:</p> <ul style="list-style-type: none"> <li>• Provided a clear explanation of how the budget amount is derived.</li> <li>• Allocated the funds (i.e., per class and per participant cost).</li> </ul>	20
<b>TOTAL POINTS</b>		<b>100</b>

## **Section D: AWARD ADMINISTRATION INFORMATION**

### **D.1 AWARD NOTICES**

Each Applicant, whether successful or unsuccessful, will receive notification of the final decision on the application. Letters of notification or any other correspondence addressing selection for award do not provide authorization to begin the program.

Applicants who are selected for funding may be required to respond in a satisfactory manner to conditions that may be placed on the application before funding can proceed. DOES may enter into negotiations with an Applicant and adopt a firm funding amount or other revision of the application that may result from negotiations.

The Grant Agreement sets forth the amount of funds granted, the terms and conditions of the award, the effective date of the award, the budget period for which initial support will be given, and the total program period for which support is awarded. The Grant Agreement shall be signed by the DOES Director. The Grant Agreement will be sent to the Applicant's contact that is authorized to sign the Grant Agreement and reflects the only authorizing document. The Grant Agreement will be sent prior to the start date and a meeting between the Grantee and DOES will occur shortly after the Grant Agreement is fully executed.

### **D.2 APPEAL**

An Applicant may appeal the responsiveness determination only to the DOES Compliance Team. Appeals must be in writing and addressed to: DOES Office of Equal Opportunity, 4058 Minnesota Avenue, NE, Suite 5800, Washington, DC 20019, or submitted via email to: [doesappeals@dc.gov](mailto:doesappeals@dc.gov). Appeals of the responsiveness determination must be received by the DOES Office of Equal Opportunity within two (2) business days of the responsiveness determination notice.

In order to ensure a fair and equitable appeals process to all Applicants, it is imperative that Applicants communicate solely with the DOES Office of Equal Opportunity regarding an appeal of the responsiveness determination. Program staff cannot issue a decision regarding the appeal of a responsiveness determination. If an Applicant communicates with program staff regarding an appeal of the responsiveness determination, the appeal may be dismissed with prejudice, and the Applicant may be precluded from consideration for future grant opportunities.

Appeals must contain the basis for the appeal request and identify any factors that oppose the responsiveness determination. The appeal process will consider the submitted application and the responsiveness determination. Additional information not included within the submitted application will not be considered during the appeal process, unless specifically requested by the DOES Office of Equal

Opportunity. The DOES Office of Equal Opportunity may coordinate a meeting to address the appeal. The Office of Equal Opportunity will issue a written appeal decision. The decision of the Office of Equal Opportunity may only be overturned by the DOES Director.

### **D.3 GRANTEE PROGRAM COMPLIANCE**

Prior to the start of the program, Grantees must successfully complete the following:

- DOES site visit inspection;
- DOES Supervisor Orientation;
- All DOES mandatory meetings (e.g., Enrollment/Participant Certification Process, Invoices 101, How to Modify Your Grant's Budget, Outcomes and Deliverables, Monitoring and Reporting, etc.)
- Non-Disclosure Agreements for each staff person and volunteer working on grant; and
- Proof of Insurance.

### **D.4 GRANTEE REPORTING AND DELIVERABLES**

The required program deliverables for each participant are described below and should be submitted on or before the end of the third phase of each cohort.

1. **Program Timeline/Schedule of Occupational Training** – Grantees must complete and submit a final program timeline/schedule for each cohort 15 days prior to the start of the cohort.
2. **Participant Package** – Grantees are required to complete and submit a Participant Package for every participant in the program that consists of the following:
  - A **Cover Letter** and **Resume** describing training and work that was performed in the program;
  - A **Reference Letter**, if a participant's performance was deserving of a reference; and
  - A completed DOES-approved **Performance Evaluation** at the conclusion of the training and/or postsecondary education program for each participant.
3. **Grant Modification Requests** – Grantees must complete and submit a formal written request for modification to the Program Monitor for consideration for all requested changes to the scope of the grant. All requests must be received no later than 45-days prior to the close of the program year and are subject to approval.

All program deliverables must be submitted per the schedule provided above, and final program deliverables must be submitted to DOES no later than the end of third phase of each cohort.

DOES will have sole ownership and control of all deliverables. The Grantee must receive written permission from DOES to use or distribute any product from this program, prior to the proposed use or distribution.

## **D.5 MONTHLY REPORTING**

The monthly report will consist of quantitative information, including the following:

- Interim program reviews that assess the program on a monthly basis to evaluate the status and make recommendations to the program. This information will enable DOES to evaluate whether Grantees are likely to meet the outcomes and deliverables;
- Interim participant reviews that assess the progress that participants are making toward outcome measures. This information will enable DOES to evaluate whether Grantees are likely to meet outcome measures and identify any technical assistance requirements for Grantees that appear to be at risk of failing to meet these measures; and
- Confirmation of participant placement by completion of an Employment Verification Form.

## **D.6 QUARTERLY REPORTING**

The quarterly report will consist of a narrative describing the Grantee's activities, achievements, and challenges over the preceding quarter and should reflect any lessons learned by the Grantee during the course of program implementation. The report should also identify any modifications to service delivery based on those lessons. The quarterly narrative must cover the topics outlined below.

- Description of the Grantee's significant accomplishments during the quarter.
- Description of the challenges encountered during the quarter: programmatic, administrative, and fiscal, including technical assistance requests. Includes description of corrective attempts to resolve challenges and indicate if technical assistance is necessary.
- Description of the program activities provided during the quarter.
- Brief description of activities planned for next quarter and how those activities will help participants advance in the program.
- Description of staff development, including the skills and knowledge attained for career advancement during the quarter.
- Description of how all partnerships are being developed and strengthened to improve services as well as employment and post-graduation opportunities for participants.

## **D.7 FINAL PROGRAM REPORTING**

A final Closeout Report will consist of Program, Financial, and Participant Reports and should be attached to the last Quarterly Report. Content of each report is as follows:

**1. *Final Program Report:***

- Program strengths and weaknesses;
- Explanation of replicable program practices and components; and
- Participant information (changes in income, education, and other demographics).

**2. *Final Financial Report:***

- Comparison of actual invoiced monthly spending and approved project budgeted spending by line item.

**3. *Final Participant Report:*** For each participant

- Participant successes and failures of their business plan to date;
- Possible reasons for these outcomes;
- Participant's strategy for success (addressing noted shortcomings);
- Completed Employment Verification Form (for participants who have gained employment); and
- Participant's mentor assignment and activities.

Additionally, DOES requires a complete register of property purchased with grant funds for the benefit of the Adult Training Grant participants and/or staff – as identified in the approved budget and/or monthly invoicing – which will be with the final closeout report. Items such as furniture, computers, projectors, cameras and accessories, etc. that have been invoiced must be accounted for. *Note: Due dates for these reports will be delineated in the Notice of Grant Award (NOGA).*

## **Section E: Department of Employment Services Contacts**

### **E.1 GRANT MONITOR**

Aniema Udofa, Associate Director  
Program Performance and Monitoring  
Department of Employment Services  
Email: [Aniema.Udifa@dc.gov](mailto:Aniema.Udifa@dc.gov)

### **E.2 GRANT PROGRAM MANAGER**

Eugenia Palmer  
Program Manager, Local Initiatives  
Office of Policy & Performance  
Department of Employment Services  
Email: [eugenia.palmer@dc.gov](mailto:eugenia.palmer@dc.gov)

### **E.3 GRANTS OFFICER**

Jerome A. Johnson, Associate Director  
Office of Procurement and Grants  
Department of Employment Services  
Email: [doesgrants@dc.gov](mailto:doesgrants@dc.gov)

### **E.4 GRANTS SPECIALIST**

Tia Mercer  
Department of Employment Services  
Email: [doesgrants@dc.gov](mailto:doesgrants@dc.gov)

### **E.5 GRANTS COMPLIANCE SPECIALIST**

Vanessa Black  
Department of Employment Services  
Email: [doesgrants@dc.gov](mailto:doesgrants@dc.gov)